



CALIFORNIA AIR RESOURCES BOARD

DEPARTMENTAL PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

BUSINESS SERVICE OFFICER II (SUPERVISOR) EXAM CODE: 6AR10

HOW TO APPLY

Applications are available and may be filed in person or mailed to:

Air Resources Board
Personnel/Examination Section
1001 "I" Street/P.O. Box 2815
Sacramento, CA 95812

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box on the "Application for Examination". You will be contacted to make specific arrangements.

FINAL FILING DATE: May 5, 2006

Applications (Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted for any reason.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

NO WRITTEN TEST IS REQUIRED

The entire examination will consist of an interview.

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held during May/June 2006.

SALARY RANGE: \$3939 - \$4746

COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with the Air Resources Board within the past three years and/or by the final filing date.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

EITHER I

One year of experience in the California state service performing the duties of a Business Service Officer I (Specialist) or (Supervisor); Procurement and Services Officer I; Hospital General Services Administrator I; or of a Staff Services Analyst, Range C; in a business service assignment.

OR II

EXPERIENCE: Two years of technical experience beyond the trainee level in one or a combination of the following:

1. Negotiation of commercial, industrial, or office leases for buildings. or
2. Management of industrial or office buildings with responsibility for maintenance, repairs, equipment and service. or
3. Preparation of working plans and technical specifications, and solicitation and awarding of bids for alterations to, construction or purchase of commercial, industrial, or office buildings or major equipment. or
4. Business service contract management and oversight.

[Experience in California state service applied toward this requirement must include one year performing the duties of a class at a level of responsibility equivalent to that of a Business Service Officer I (Specialist or Supervisor).] and

EDUCATION: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

THE POSITION

The Business Services Officer II (Supervisor) under direction either (1) supervise all of the business service functions of a small-to-medium sized business service office and may personally perform the more difficult and complex technical and analytical work; or (2) in larger offices, supervise one or more business service functions of average difficulty, or may assist with the performance of other difficult and complex work.

Incumbents typically supervise seven to twelve staff of which one or more are Business Service Assistant (Specialist) or Business Service Officer I (either Specialist or Supervisor). Other classes supervised may include general clericals, Materials and Stores Supervisors, Property Controllers, Mailing Machine Operators, and Stock Clerks.

Positions exist in Sacramento and El Monte.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

SCOPE

In addition to the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis will be measured competitively, relative to job demands, based on each of the competitor's:

A. Knowledge of:

1. English grammar and punctuation.
2. Principles and practices of public administration.
3. Financial record keeping.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**BUSINESS SERVICE OFFICER II (SUPERVISOR)
KK55-4973 EXAM CODE: 6AR10**

FINAL FILING DATE: MAY 5, 2006

4. Office and automotive equipment and supplies.
5. Bases for property values and the legal forms, procedures and requirements necessary in property transactions.
6. Building management including office layout, lighting, heating and ventilation.
7. Personnel management and supervision.
8. The department's Equal Employment Opportunity Program objectives.
9. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

B. Ability to:

1. Communicate effectively.
2. Learn rapidly.
3. Follow directions.
4. Analyze data accurately.
5. Reason logically.
6. Maintain the confidence and cooperation of those contacted during the course of the work.
7. Utilize good work habits.
8. Write specifications and determine whether incoming materials, supplies and equipment meet the standards set up in these specifications.
9. Utilize office and automotive equipment and supplies effectively and

economically.

10. Prepare rough sketches of proposed alterations and repairs to premises and estimate costs.
11. Inspect miscellaneous properties and equipment and correctly report their condition and recommend replacements.
12. Plan and direct the work of others.
13. Successfully negotiate agreements for office space, equipment, supplies and services.
14. Prepare budgetary data on such needs.
15. Analyze situations and problems accurately and take an effective course of action.
16. Estimate future needs and cost of equipment, supplies and services and prepare budgetary data on such needs.
17. Effectively contribute to the department's equal employment opportunity objectives.

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the Air Resources Board. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE CREDITS AND CAREER CREDITS are not granted in promotional examinations.

GENERAL INFORMATION

"The energy challenge facing California is real. Every Californian needs take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our web-site at www.arb.ca.gov."

It is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Rebecca Navarrete at (916) 324-7196** three days prior to the written test date if they have not received their notice.

For an examination without a written feature it is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Rebecca Navarrete at (916) 324-7196** three weeks after the final filing date if they have not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be scheduled upon written request.

Applications are available at the State Personnel Board (SPB) offices, local offices of the Employment Development Department, the Air Resources Board and at SPB's website @ <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Air Resources Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which the examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their efforts toward self-development.

To obtain this document in an alternative format or if you have special accommodation needs, contact the ADA Coordinator at (916) 323-4916.

For specific examination questions contact the Exam Analyst at (916) 327-2954.

TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.

